

**NO APPLICATIONS WILL BE EXCEPTED UNLESS  
THE APPLICATION IS COMPLETE.**

## **WASTEWATER APPLICATION REVIEW CHECKLIST**

### **Section 42-502B(2) “Plans and Specifications”**

- ☐ Two sets of construction drawings (Floor Plans)
- ☐ Two sets of specifications (Wastewater Treatment and Disposal System)
- ☐ Configuration layout
- ☐ Specifications of materials used
- ☐ Designer’s name, address and phone number
- ☐ Owner’s name, address and phone number
- ☐ Site address
- ☐ Legal Description
- ☐ Uniform Property Code (UPC)
- ☐ Dated signatures

### **Section 42-502B(3(a)) “Site Plan”**

- ☐ Two sets of plans (Site Plans)
- ☐ Boundaries of lot (parcel)
- ☐ Dimensions (1” = 20’ min.)
- ☐ Location of residence (existing and proposed)
- ☐ All structures (existing and proposed)
- ☐ Swimming pools
- ☐ Recorded easements
- ☐ Wastewater treatment and disposal components (existing and/or proposed)
- ☐ Slope of wastewater system area
- ☐ Replacement area
- ☐ Wells (existing and proposed)
- ☐ Water lines
- ☐ Drainage features (arroyos, etc...)
- ☐ Fill areas
- ☐ Surface waters (ponds, etc...)
- ☐ Features 100’ from lot
- ☐ Public wells 200’ from lot

### **Section 42-502B(3(b))**

- ☐ North arrow
- ☐ Number of bedrooms
- ☐ Number of sinks and toilets for each building
- ☐ Building sewer

### **Section 42-502B(3(c))**

The layout of the wastewater system shall be staked on the property with each item identified. Each corner of the disposal field shall also be staked.

### **Section 42-502B(3(d)) “Site Evaluation”**

### **Section 42-502B(4) “Management Plan”**

### **Section 42-502B(5) “Fees”**

### **Section 42-502B(6(b)) “Maintenance Contract”**

### **Section 42-509(6) and 42-509(13) “Venting/Observation Port”**

**Revised 01/29/2002**

**BERNALILLO COUNTY**  
**Environmental Health**  
111 Union Square SE, Suite 300  
Albuquerque, NM 87102  
Main Phone: 314-0310 Fax: 314-0470



## WASTEWATER APPLICATION

Application No. \_\_\_\_\_

Receipt No. \_\_\_\_\_ Fee \_\_\_\_\_

Application Complete? Yes ☐ No ☐

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

1. SITE ADDRESS (Location of wastewater system)

Site Address \_\_\_\_\_ Lot Size \_\_\_\_\_

UPC \_\_\_\_\_ Zone Atlas Page \_\_\_\_\_

Legal Description \_\_\_\_\_

2. PROPERTY OWNER

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

3. APPLICANT Check here if the Property Owner and Applicant are the same ☐  
Check here if you are the authorized Representative ☐

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

4. INSTALLER

Name of Company \_\_\_\_\_ Name of Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ License Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

5. SITE EVALUATOR Check here if the Installer evaluated the site

Name of Company \_\_\_\_\_ Name of Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

6. DESIGNER Check here if the Installer designed the system

Name of Company \_\_\_\_\_ Name of Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ P.E. License No. \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

# WASTEWATER APPLICATION

APPLICATION NUMBER \_\_\_\_\_

## 7. DESIGN Class I Systems

Design flow \_\_\_\_\_, Septic Tank Size \_\_\_\_\_, NM# \_\_\_\_\_,

Soil Type \_\_\_\_\_, Disposal Field Type \_\_\_\_\_, Area \_\_\_\_\_

Dimensions \_\_\_\_\_, Effluent Filter \_\_\_\_\_, # of observation ports \_\_\_\_\_  
Class II Systems (Attach plans and maintenance agreement)

## 8. SCOPE New System Modification to system: Reason \_\_\_\_\_

Please Check	Residence	Establishment*	Experimental**	Many Structures
All that Apply:	Community*	Cluster*	Custom	on a Lot

\*Attach supplemental application form

\*\*Attach experimental form

## 8. ATTACHMENTS

- ◆ Plans and specifications (2 copies)
- ◆ Site plan (2 copies)
- ◆ Site evaluation
- ◆ Management plan

The foregoing information and documents provided with this application are true to the best of my knowledge. I understand that the issuing of a permit based on this application does not relieve me from the responsibility of obtaining any permits required by State, County, or City regulations or ordinances or other requirements of State or Federal law.

This application expires 180 days after submission. A 180-day extension may be granted when a written request is submitted prior to the expiration of this application.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_